

# ACTIVATION/MOBILIZATION CHECKLIST

## DOCUMENTS YOU MUST BRING FOR ACTIVATION/MOBILIZATION

The following documents are required (as applicable, for you and your dependents).

### A. PAY/DIRECT DEPOSIT/ALLOTMENT

- ☐ 1. Voided personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers).
- ☐ 2. Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment.
- ☐ 3. Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, OR copy of house or apartment rental agreement and documentation of one month's average utilities.
- ☐ 4. Copy(s) of current child support agreement(s).
- ☐ 5. If [Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) (Clinical), Nurse Corps (NC)] certified copies or proof of the following:
  - ☐ (a) current license/certificate
  - ☐ (b) current BCLS, ACLS, PALS, etc.
  - ☐ (c) current demographic information if MC
  - ☐ (d) internship
  - ☐ (e) residency
  - ☐ (f) board certification in specialty or board certification qualifications.

### B. SERVICE RECORD/PSD

- ☐ 1. Certification of discharge/separation (DD-214) for all former periods of active duty.
- ☐ 2. Your birth certificate or passport (for OUTCONUS deployers).
- ☐ 3. Birth, adoption or guardianship certificates for dependents.
- ☐ 4. Social Security numbers for self and dependents.
- ☐ 5. Certified copy of marriage certificate for present marriage.
- ☐ 6. Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate).
- ☐ 7. Certification of full-time enrollment for self and college-age dependents from school registrar.
- ☐ 8. Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated.
- ☐ 9. Current DON Family Care Plan Certification (NAVPERS 1740/6).

### C. SECURITY CLEARANCE

- ☐ 1. Certified copy of naturalization papers.
- ☐ 2. Names/addresses of personal/professional references (minimum of 3 each required).
- ☐ 3. Names/addresses/dates of employment for past ten years (or since graduation from high school/college).
- ☐ 4. Names/addresses/dates of high school and college.
- ☐ 5. Addresses and dates of all previous residences.
- ☐ 6. Names/dates/places of birth for your parents and your spouse's parents.

### D. LEGAL

- ☐ 1. Location of current valid will.
- ☐ 2. Copy of current power(s) of attorney (business arrangements/tax filing/child care/dependents medical emergency care/household goods and POV storage).
- ☐ 3. Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits, etc.

### E. MEDICAL

- ☐ 1. Copy of most recent eyeglass prescription and extra set of eyeglasses. (\*\*Note: Contact lenses may not be authorized depending upon duty assignment.)
- ☐ 2. Extra hearing aid/batteries.
- ☐ 3. Documentation of significant medical/dental conditions not documented in military medical/dental records.
- ☐ 4. Copy of prescription(s) issued by physician/dentist [or other documentation of approved medication(s)]. Minimum 90 days supply of medications.
- ☐ 5. Documentation to support enrollment of exceptional family member in available Navy/DOD programs.
- ☐ 6. Documentation of enrollment in TRICARE SELRES Dental Program (TSRDP).

### F. PERSONAL

- ☐ 1. Driver's license (to support issuance of government license).
- ☐ 2. For those authorized POV travel, vehicle registration and insurance documentation.
- ☐ 3. Documentation to support any claim for delay and/or exemption.

**\*\*NOTE:** If requirements listed above for service record/PSD and security clearance are already reflected in your service record, you do not need to bring additional documents. Any doubts, bring documents!!



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